

# **Local Government Services and Resources Manual**

Georgia Mayors and County Commissioners:

Several Georgia DOT resources, programs and specifications exist that may affect your transportation decisions at the local government level. This brochure was developed with you in mind, and our goal is to make it easier for you to find the information and services you need and the Georgia DOT employees who can assist you.

You may be aware that the Georgia DOT's 5,400 employees statewide are divided into seven districts, each of which is sub-divided into area offices. Please consider the District staff and Area Engineers as your first-line of contacts for information on the Department – they live and work in the communities, municipalities and counties you represent.

We value your partnership and mutual interest in providing a safe, seamless and sustainable transportation system for our fellow Georgians and the travelling public.

Sincerely,

A handwritten signature in black ink that reads "Vance C. Smith, Jr." The signature is written in a cursive, flowing style.

Vance Smith  
Commissioner

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## **Resources to Improve Local Roadways and Bridges**

Our state's transportation infrastructure – our roads and bridges – are built to provide access and mobility for the traveling public to jobs, schools, health care facilities and recreational venues. Considered assets to the state's continued economic development, Georgia DOT has several programs that provide funding and/or equipment to assist local governments with transportation improvement projects.

### **State Aid Program – County/City Contract**

The Department's State Aid program can provide financial assistance to local governments for various forms of roadway/street improvements. This is a joint partnership between the Department and the local government with each funding a portion of the project cost. The local government is responsible for preliminary engineering and right of way activities.

Typical projects include intersections, dirt roads, turn lanes, sidewalk, bridges, rehabilitation/patching, resurfacing, widening and striping. Funding can also be requested for roadway improvements associated with economic development projects within a community.

- **GDOT Asphalt Plants:**
  - GDOT has three asphalts plants that are in operation which are currently located in Banks, Washington and Meriwether counties. (Alto, Davisboro and Greenville)
  - Local governments can request asphalt mix (at cost) from these plants through the Department's State Aid Grant Program.
  - Locals shall pick up the mix in their trucks and also place the material with their forces or agents.

**CONTACT: State Aid Administrator...(404) 347-0240**

### **Assistance for Off-System Bridges**

Local governments can request assistance for deficient bridges and drainage structures through the Office of State Aid.


- Bridges and any other type of drainage structures (pipe, culvert etc.) can be submitted under the State Aid Grant Program for replacement or repair.
- Locals can also request the use of GDOT's crane to make repairs to deficient bridges or remove debris from the bridge channel. (see page 26, Crane Use for Bridge Repairs)
- Locals can also request the loan of surplus bridge beams from GDOT for replacement of simple span bridges. GDOT staff will also provide the necessary boring foundation inspection (BFI) and design for the structure. These types of structures are designed primarily for roadways with low service and Average Daily Traffic Counts (ADT's).
- Funding for replacement of deficient bridges can also be requested under the Federal Off-System Bridge Program. All off system and on system bridges have been prioritized by the Department to determine a ranking system for federal funds.

**CONTACT: State Aid Administrator...(404) 347-0240**

### **Local Assistance Road Program (LARP)**

LARP is strictly a resurfacing program that can fund up to 100% of resurfacing costs. Funding for the LARP Program comes out of the state motor fuel tax and is set each year by General Assembly during the legislative session.

- Priorities are selected based on a structural evaluation score and available dollars.
- Local governments are required to perform any necessary patching prior to resurfacing.
- A local government can elect to have GDOT let their LARP projects or they can contract with GDOT and let the projects themselves.
- A local government can also request that GDOT let additional resurfacing projects that are 100% funded by the local government. The Department will charge 6% of the construction cost to cover engineering expenses and contingencies.
- Funds are disbursed with a formula which is based on a county or city's population and paved road mileage compared to the overall population and paved mileage for the state.



## LARP FORMULA

COUNTY	Population Paved Miles
GEORGIA	Population Paved Miles

*(population)*      *(paved miles)*  
 **$(\text{COUNTY}/\text{STATE})(0.2) + (\text{COUNTY}/\text{STATE})(0.8) = \text{FACTOR}$**

**FACTOR x YEARLY ALLOCATION = FA**

• **CONTACT: State Aid Administrator... (404) 347-0240**

### State Funded Off-System Striping

Local governments can request assistance with maintaining their centerlines and edge lines on off-system roads through the following programs:

- State Aid Grant Program – Local governments can submit requests under the Safety category for funding assistance with striping, signs, raised pavement markings, etc.
- Local governments can request striping through GDOT's Reimbursable Striping Program. The striping is performed by the Department's maintenance forces. The local government pays GDOT directly once the work is complete.

**CONTACT: State Aid Administrator...(404) 347-0240**

## State Law Compliance

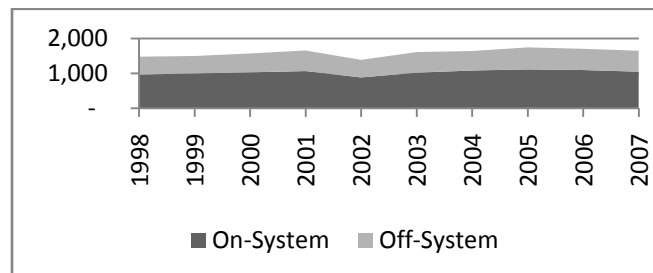
All 159 counties and incorporated cities are eligible to submit requests for the State Aid Grant Program and LARP Program; however, the Department can only fund applications for local governments that meet the following qualifications:

- Certified by the Georgia Department of Community Affairs (DCA) as a Qualified Local Government, which ensures that the local government is in compliance with state planning requirements of the Georgia Planning Act of 1989.
- Has a verified Service Delivery Strategy on file with DCA. Georgia DOT will not issue utility permits to any local government not in compliance with the Service Delivery Strategy.
- Submission of a project consistent with the Service Delivery arrangements detailed in its verified Service Delivery Strategy on file with DCA.
- Compliance with state reporting audit requirements of the Local Government Audit Act.

**CONTACT: Georgia Department of Community Affairs and the Georgia Department of Audits and Accounts**

## Federal Off-System Government Safety Program

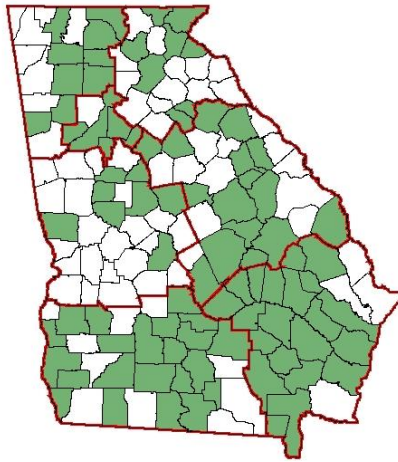
Funding is available for previously-identified safety concerns on the local road system. Off-System routes (county roads and city streets) account for 84% of the state's total roadway miles and 37% of the vehicle miles traveled. Thus, for Georgia to reach its goal of an annual reduction of 40 traffic fatalities, Georgia DOT addresses on- and off-system safety.



**On-System vs. Off-System Fatalities**

- Program eligibility criteria are developed with input from FHWA, Georgia DOT Senior Management and District Engineers.
- Each District (except District 5) has an Off-System Coordinator, who is tasked with:
  - Providing technical assistance
  - Traffic engineering expertise
  - Providing assistance in identify projects
  - Preparing project cost estimates
- Agreements are prepared and entered into between Georgia DOT and local governments.
- Local governments are responsible for letting and awarding their own projects.
- Annual GDOT participation is subject to the availability of funding.
- Georgia DOT conducts spot inspections of projects once work has begun.

- Since the program's inception in 2005, 103 of Georgia's 159 counties have received Off-System safety dollars.



- Eligible Off-System Safety contract Items include:
  - Raised Pavement Markers – Centerline
- Rumble Strips
- Pavement Markings
- Signage
- Chevrons
- Vegetation Removal
- Guardrail – excluding routine upgrades
- Guardrail delineation
- Traffic Signals if Crash Warrant is met and adequate turn lanes exist

**Note:** *These Federal funds cannot be used for Off-System Right-of-Way acquisition.*

**CONTACT: District Traffic Engineer**

## The Aviation Program

This program provides funding assistance to local governments for planning and construction of airport improvements, and technical assistance for other aviation-related issues. The Aviation Program's mission is to assure a safe, adequate, and well maintained statewide system of airports and to foster economic development. In addition, the program:

- Inspects and licenses 95 open-to-the-public airports.
  - All airports in Georgia that are open to the public must be licensed by the state and meet the minimum geometric and facility requirements found in the Rules and Regulations for Licensing of Certain Open-to-The-Public Airports.
  - Airports are inspected biannually for Georgia licensing requirements and for the Federal Aviation Administration's Airport Safety Data Program.
- Updates and maintains a statewide Airfield Pavement Management Study which evaluates the pavement at 93 general aviation and eight air carrier airports in the state.
- Provides financial assistance for airport safety improvements, capital improvements, maintenance, navigational aids and planning.
  - The Airport Aid Program provides assistance to communities to accomplish capital improvement, airfield maintenance, and approach aid projects.
    - This program requires at least a 25% local match for state funds and a 2.5% match for federal.
  - Capital improvement projects include new, extension or widening of a runway, taxiway or aircraft parking apron.
  - Maintenance projects include resurfacing or reconstruction of runways, taxiways, and aprons, repair of lighting systems and approach aids, and sealing of joints and cracks on airfield pavements.
  - Approach aid projects include the purchase and installation of glide slopes, localizers, and automated weather reporting equipment.
- Conducts biannual airport inspections for Georgia Airport Licensing requirements, and the Federal Aviation Administration's (FAA) Airport Safety Data Program for 95 public use airports in Georgia. State law requires that all public use airports have a Georgia Airport License.
- Assures a safe, adequate, and well maintained system of airports
- Promotes and encourages the use of aviation facilities
- Guide airport development
- Promote viable scheduled air service
- Administers the federal Airport Improvement Program (AIP) for general aviation airports under the FAA's Block Grant program.

### Georgia Aviation Stats At a Glance

**480** Total Landing Areas  
**104** Publicly Owned Public Use Airports  
    **9** Commercial Service Airports  
    **95** General Aviation Public Use Airports  
    **2** Privately Owned Public Use Airports  
**245** Private Use Airports  
**118** Private Use Heliports  
    **4** Private Use STOLports  
    **1** Private Use GLIDERport

**1** Private Use ULTRALIGHTport

**8,805** Registered Aircraft

**19,629** Registered Airmen

**CONTACT: Aviation Program Manager ... 404-505-4869**

### **The Transit Program**

Through the Transit Program, the Department assists in the acquisition of federal and state funds for the implementation, improvement and expansion of public transportation services in urban and rural areas of Georgia. The Georgia DOT Transit Section provides transit capital and operating assistance to the 12 urban and 100 rural public transportation programs in the state. We also provide transit planning assistance to all 15 Metropolitan Planning Organizations in Georgia. The various transit programs administered through the Georgia DOT include:

- Job Access Reverse Commute (Section 3037)
  - Provides competitive grants to local governments, nonprofit organizations, and designated recipients of Federal Transit funding to develop transportation services that connect people to employment and support services, including funding for reverse commute bus, train, carpool or service from urban areas, urbanized areas and other than urbanized areas to suburban work places.
  - Applications submitted must contain a description of the applicant's organizational capacity to perform the project, documentation of matching funds, a regional job access and reverse commute plan, transit operator concurrence, and State concurrence to amend the State Transportation Improvement Program (for areas below 50,000 population).
- Urbanized Area Formula Grants
  - Assist in the development of transportation improvement programs, long-range transportation plans, and other technical studies.
  - Apportionments are made to the States for formula distribution to the Metropolitan Planning Organizations to be used in urbanized areas within each state.
- The Urbanized Area Formula Grant Program (Section 5307)G
  - Grants assist in financing the acquisition, construction, cost-effective leasing, maintenance, planning, and improvement of facilities and equipment for use in mass transportation service.
  - For urbanized areas with populations under 200,000. (Urbanized areas with populations 200,000 or greater receive funds directly from FTA. Areas with populations of 50,000 - 200,000 receive FTA funds through the Georgia DOT.)
  - Assists with the payment of operating expenses to improve services.
  - A resolution must be passed by the public body approving the filing for an application; projects must be included in an urbanized area's transportation improvement program (TIP), and in the STIP approved by the FTA and FHWA.
- The Discretionary Urban Capital (Section 5309) program
  - Assists in financing capital projects that will benefit the country's transit systems. These funds were made available for capital assistance purposes through the Intermodal

Surface Transportation Efficiency Act (ISTEA) of 1991 and the Transportation Equity Act for the 21st Century (TEA-21).

- The Rural Program (Section 5311)
  - Offers local areas an opportunity to provide transit services to improve access to business, commercial and activity centers.
  - Federal funds are allocated to the states on a formula basis, and can be used for capital assistance, operating assistance, planning, and program administration. Georgia DOT is the recipient of those funds, and it in turn provides Federal funding (and a limited amount of state capital funding) to local sub-recipients in Georgia.
  - This program has been in existence in Georgia since 1979, and until 1990, it was known as the Section 18 program. The Section 5311 Program has had a significant influence on mobility in rural communities. Ridership continues to increase while these programs provide necessary mobility to non-urban local areas.
- Intercity Bus Program (Section 5311F)
  - Supports the connection between non-urbanized areas and the large regional or national system of intercity bus service.
  - Limited exclusively to private, for-profit operators.
  - Federal funding divided into three categories: capital, operating and planning assistance; intercity operators must comply with federally-mandated requirements.
- The Rural Transit Assistance Program (RTAP) provides resources, training and technical assistance to rural public and community transportation systems throughout Georgia. The Georgia RTAP Center is administered by the Georgia DOT. (see page 12, Technical Assistance and Training Opportunities)

**CONTACT: Transit Coordinator...404-631-1237**

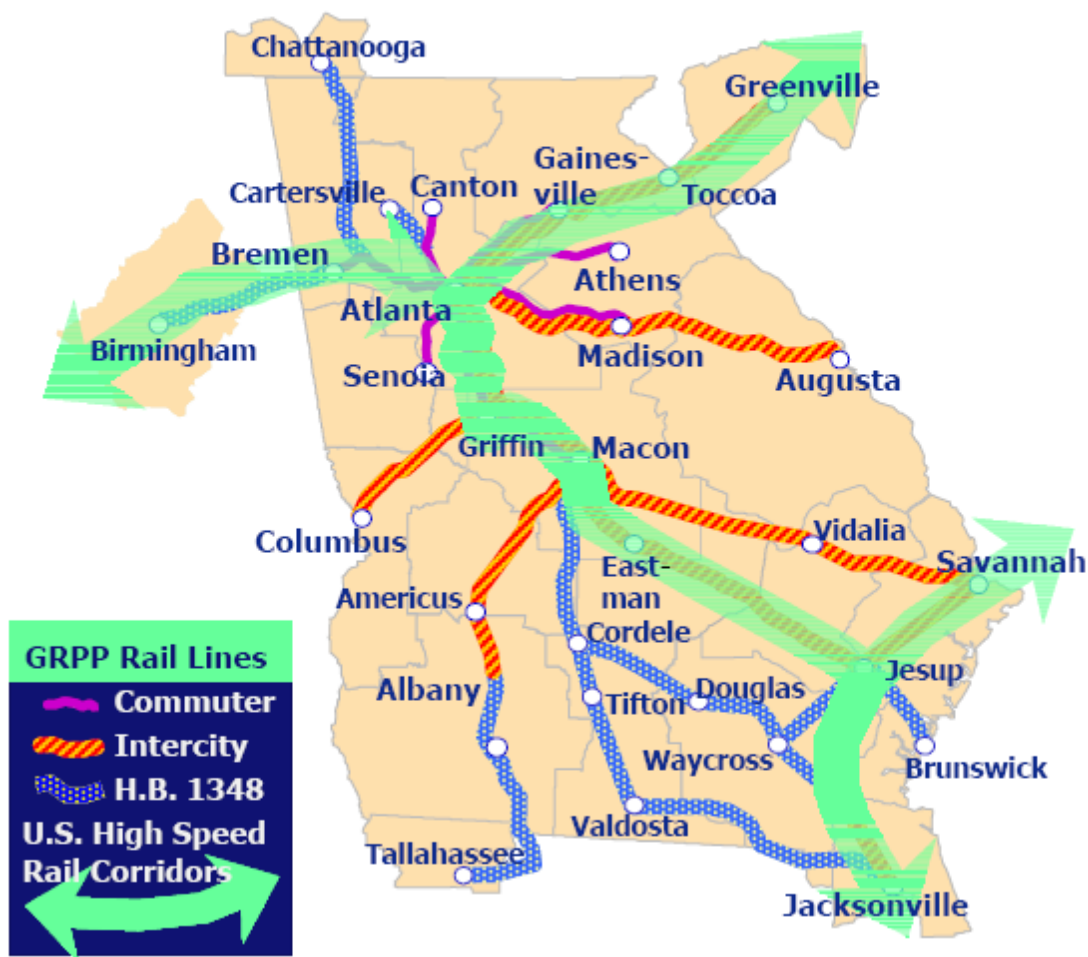
### **The Rail Program**

The Rail Program assists communities in the preservation and enhancement of rail lines for development and expansion of freight rail and passenger rail service to their communities.

- Freight Rail
  - GDOT owns approximately 540 miles of railroad property. The vast majority of this property is leased to Class III Railroads (aka shortline railroads) for freight operations. There are currently six shortline railroad companies that lease our lines; Georgia & Florida Railway, Georgia Southwestern Railroad, Georgia Northeastern Railroad, Ogeechee Railroad, Heart of Georgia Railroad and the Chattooga & Chickamauga Railway.
  - Current services and responsibilities related to freight rail include:
    - Maintaining and monitoring a current inventory of railroad right-of-way maps (Val maps)
    - Maintaining and monitoring rail traffic (origin and destination of car loads) on leased lines
    - Managing, maintaining and improving rail properties
    - Acquisition of rail property (via purchase or in receipt of donated property) design

- Preparing and managing lease agreements of Department owned railroad property
- Passenger Rail
  - This program involves two distinct kinds of rail transportation:
    - Commuter trains, which will serve inbound commuters to work in the Atlanta area in the mornings and then home in the evenings; and
    - Intercity trains, which will connect communities throughout Georgia and the Southeast. Intercity Passenger Rail Service in Georgia is provided by the National Railroad Passenger Corporation, known commonly as “AMTRAK.”

## Georgia Rail Passenger Program Map



- Commuter Rail
  - Georgia Rail Passenger Program (GRPP) contains seven commuter rail lines, seven lines of intercity rail service as well as the Multi-Modal Passenger Terminal (MMPT).
  - The state’s seven commuter lines serve 55 communities.

- The intercity lines link nine of Georgia's largest cities and towns with the metro Atlanta/Macon area, as well as link two of the largest travel markets in adjoining states.
- Proposed Intercity Passenger Rail Service
  - A two-tiered intercity passenger rail network has been proposed for the state of Georgia. Recommendations for implementation are as follow:

#### FIRST PRIORITY CORRIDORS

- Atlanta to Macon via Lovejoy and Griffin
- Savannah to Jacksonville via Vidalia
- Macon to Savannah via Vidalia or via Jesup
- Macon to Albany via Americus

#### SECOND PRIORITY CORRIDORS

- Atlanta to Augusta via Madison
- Atlanta to Columbus via Griffin
- Atlanta to Greenville via Gainesville and Toccoa

- Proposed High-Speed Passenger Rail Service
  - Studies are continuing on developing High-Speed Passenger Rail Service on two corridors:
    - Macon to Atlanta to Greenville, SC to Charlotte, NC
    - Atlanta to Chattanooga

**CONTACT: Rail Program Coordinator...404-347-0573**

#### Landscape and Enhancement Programs

The Georgia DOT's Landscaping website,

<http://www.dot.ga.gov/informationcenter/programs/environment/landscapes/Pages/default.aspx>,

provides links to the various highway beautification and enhancement programs that the Department offers including but not limited to: Landscape guidelines for the right of way -

<http://wwwb.dot.ga.gov/topps/op/tsd/6755-9.htm> , Landscaping grants -

<http://www.dot.ga.gov/localgovernment/FundingPrograms/gateway/Pages/default.aspx> , the

Wildflower Program - <http://www.dot.ga.gov/wildflower> , and the Adopt-A-Highway Program -

<http://www.dot.ga.gov/informationcenter/programs/environment/adoptahighway/Pages/default.aspx>

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- The GATEway Grant - <http://www.dot.ga.gov/localgovernment/FundingPrograms/gateway/Pages/default.aspx> program offers any organization, local government, or state agency the opportunity to apply for an individual grant up to a maximum of \$50,000.00 for landscaping that involves the local community, displays the right of way in an attractive fashion, and promotes pride in Georgia.
- Proceeds from the two Wildflower Auto Tags are used to fund Georgia DOT's wildflower program. Visit the Wildflower Program web site - <http://www.dot.ga.gov/wildflower> for details.

- Georgia's Adopt-A-Highway Program enlists citizen volunteer help to remove litter from state roadsides. The program saves taxpayer dollars, provides recognition for participating groups, brings awareness to the littering problem, and promotes civic responsibility and pride. If you would like to participate, please visit the Adopt A Highway web site - <http://www.dot.ga.gov/informationcenter/programs/environment/adoptahighway/Pages/default.aspx> .

**CONTACT: State Office of Maintenance – Landscape Architecture Unit... 404-631-1397**

## **Federal Programs**

### **Federal Aid for Highways and Bridges**

This Federal reimbursable program is primarily for work on the numbered state routes, but some funding is also available for locally-owned roads.

### **Transportation Enhancements (TE) Program**

The TE program was established as a way to enrich the traveling experience of motorists, bicyclists and pedestrians through enhancements to our transportation system. The federally-funded program provides for aesthetic and functional improvements to historical, natural, and scenic areas.

- TE is a Federal reimbursable program which requires local match; sponsors must provide a minimum match of 20%. Further, a project may be granted the full amount requested or only a portion. The maximum amount awarded per TE project is \$1 million.
- The kinds of projects funded by the TE program include multi-use facilities such as walking and biking trails and paths; streetscaping and landscaping projects in cities and towns; historic preservation of transportation-related facilities like railroad depots; and scenic preservation of views and scenic byways.
- TE funds are awarded on a competitive "Call for Projects" process; final determinations are made by the State Transportation Board member serving your local congressional district.
- The Sponsor Guidebook for TE projects is available on the GDOT website at <http://www.dot.ga.gov/localgovernment/fundingprograms/transportationenhancement/pages/sponsorguidebook.aspx> and includes all of the steps that a sponsor must follow to implement a TE project.

**CONTACT: Georgia DOT TE Coordinator... 404-631-1987**

### **Railroad Crossing Safety Program**

The Georgia Department of Transportation's Office of Utilities administers the Federally Funded Railroad Grade Crossing Safety Program by identifying and funding safety enhancement projects at the public highway-rail grade crossings in Georgia. Requirements for this program are documented in 23 CFR 924 and FHWA's Aid Policy Guide dated December 9, 1991.

For more information, go to

<http://www.dot.ga.gov/informationcenter/programs/safety/railroad/Pages/default.aspx>

### **Safe Routes to School (SRTS)**

1. Created by the federal transportation bill SAFETEA-LU, the goal of SRTS is:
  - Promote walking/biking as a safe and more appealing transportation alternative.
  - Encourage and enable children to more safely walk and bicycle to school.
  - Promote healthy and active lifestyles at an early age.
  - Implement projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.
1. SRTS Infrastructure funding is awarded through the Department's competitive "Call for Projects" (i.e. crosswalks, sidewalks and other traffic-calming devices).
2. Georgia's SRTS Resource Center will provide Non-Infrastructure services (i.e. education, enforcement, evaluation, and other non-construction activities) statewide at no cost to eligible entities.
3. For more information, please visit [www.dot.ga.gov/localgovernment/fundingprograms/srts](http://www.dot.ga.gov/localgovernment/fundingprograms/srts)

**CONTACT: SRTS Coordinator ...404- 631-1775 or [srts@dot.ga.gov](mailto:srts@dot.ga.gov)**

## **Technical Assistance and Training Opportunities**

### **The Local Technical Assistance Program (LTAP)**



LTAP, created and funded by the Federal Highway Administration, has provided technical assistance, training, and products to local transportation agencies in Georgia for over 25 years. Its mission is to foster a safe, efficient, and environmentally sound surface transportation system by improving the skills and increasing the knowledge of the local transportation workforce. LTAP provides hands-on methods for moving innovative transportation technologies and practices into the hands of the men and women charged with maintaining Georgia's local roads and bridges. LTAP bridges the gap between federal, state, and local transportation professionals. Georgia's LTAP/T2 stimulates active, progressive, and cost-effective transfer of highway technology and technical assistance to rural and local government through a variety of resources including on-site training, a video library, workshops, newsletters and manuals, much of which are made available at no charge to local government.

Among the training offered by LTAP/T2 are:

1. Work Zone Traffic Control
2. Chain Saw Safety
3. WECS - <http://www.dot.ga.gov/localgovernment/ltap/pages/Workshops.aspx#WECS>
4. Traffic Engineering
5. Bridge Maintenance and Inspection

**CONTACT: LTAP Program Administrator... 404-656-5364**

## **Rural Transit Assistance Program (RTAP)**

The Rural Transit Assistance Program (RTAP) was initiated in 1986 by FTA of the U.S. DOT. RTAP provides resources, training and technical assistance to rural public and community transportation systems throughout Georgia. The Georgia RTAP Center is administered by the Georgia DOT to:

- To promote the safe and effective operation of public transit systems while efficiently utilizing public and private resources.
- To support the coordination of public, private and human service transit providers within a region.
- To address the training and technical needs of the rural transit community.
  - The Georgia RTAP Center's materials and services are available to rural organizations in Georgia that are eligible to apply for Section 5310 and Section 5311 funds. They are also available to agencies under contract with the Community Transportation Coordinator to provide services in rural areas, or small urban areas with a population of 50,000 or less.
  - Information and technical assistance are available in the areas of driver training, grants management, federal and state regulations, funding, vehicle maintenance, and risk management.
  - The RTAP Program offices house a library with books, videos, pamphlets and training modules available for loan to eligible transit providers.
  - Small urban and rural transportation providers in Georgia can access RTAP funds directly to be reimbursed for individual training needs. These funds can be used for travel and registration fees at training programs, professional development seminars, training conferences, as well as for selected training materials.
  - All Section 5311 operators and rural Section 5310 providers in Georgia are eligible for RTAP scholarships. Eligible operators must complete and return an RTAP scholarship application to GDOT for approval prior to attending a training activity.

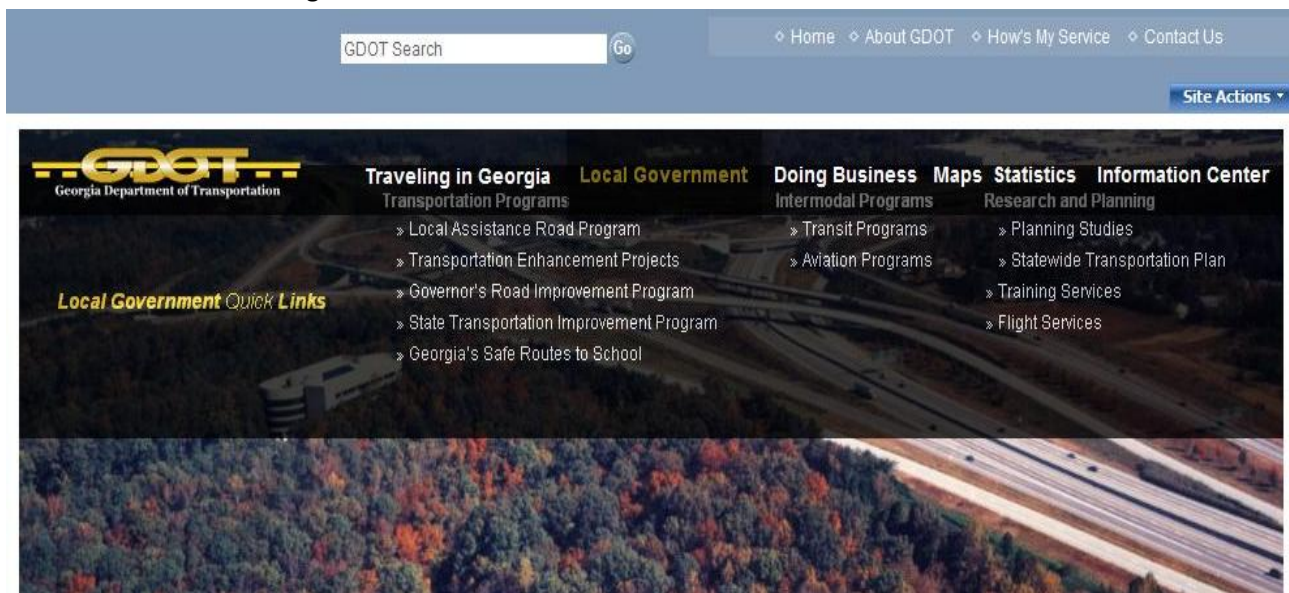
**CONTACT: Transit Program Manager... 404-631-1237**

## Key Information Resources

Georgia DOT's Web site, [www.dot.ga.gov](http://www.dot.ga.gov)

The Department's Web site hosts current information about the Department, its programs, projects and services. An entire section has been devoted to information for our local government constituents in three main categories:

- Transportation Programs (GRIP, LARP, State Aid, SRTS, TE)
- Intermodal Programs (transit, aviation)
- Research and Planning Studies



In addition, several online applications have been developed and made available to our constituents for easy access to our program and project information, including:

- **Transportation Explorer (TREX)** is an online web-based application that researches and compiles information on all of the Department's programmed and active projects. Access TREX from the Department's home page at [www.dot.ga.gov](http://www.dot.ga.gov), and query the application for the information you need based on type of project (safety, bridges, rail, etc.); county where project is proposed or located; and several other indicators. Your results are displayed on an interactive map, as well as in a listing sorted by project status report, plans, attributes, and more.
  - Access the program at <http://trex-cluster/trex/viewer.htm>
- **Repository for Online Access to Documentation and Standards (R.O.A.D.S.)** is designed to provide online access to all documentation and standards required for design of roadway projects for

Georgia DOT. This page is continually updated to include new documents being produced in the following main categories:

- Design Policies and Guidelines, including Drainage Manual, Bridge & Structures Manual, Pavement Design Manual, Design Policy Manual, and others.
- Plan Presentations, including the Electronic Data Guidelines (EDG) and Plan Presentation Guide (PPG).
- Construction Standards and Details.
- Software Specific Files and Documentation - Access to all GDOT standardization and configuration files for Microstation, CAiCE, Haestad, as well as in-house developed software.
- Design Related Links and Resources, including updates on the GDOT InRoads Implementation and MicroStation V8 XM Migration Project, Electronic Plans Processes, and Earthwork Training materials.
- Access ROADS at  
<http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/Pages/default.aspx>.

### Map Products

- **The Official Highway and Transportation Map** showcases Georgia's network of interstates, state roadways and popular destinations. Currently published in two versions (regular and larger, easy-to-read print), local governments can request up to 150 free copies online at <http://www.dot.ga.gov/maps/Pages/Order.aspx>.
- **Official County Maps** are available for all 159 counties. The County Map depicts the state and county road network and contains the official mileage as of the map publication. These maps are also available free of charge to local governments and can be ordered online at <http://www.dot.ga.gov/maps/Pages/Order.aspx>.



**CONTACT: Office of Transportation Data... (770) 986-1360**

**Traffic Data/ Traffic Counts** are collected annually on state routes, county roads, and some city streets by Georgia DOT. This data is helpful to local governments as they document road usage, traffic patterns and growth in developing areas.

- All traffic counts represent a typical 24-hour period, counting traffic in each direction of traffic flow. The traffic counts are adjusted by seasonal, daily and axle factors to determine the Annual Average Daily Traffic (AADT).
- Georgia's State Traffic and Report Statistics (STARS) provides Annual Average Daily Traffic (AADT) counts collected from permanent and portable traffic collection devices throughout the state for every segment of Georgia's State Highway System.
- Traffic data can be found on the Georgia DOT Web site [www.dot.ga.gov/statistics/TrafficData/Pages/default.aspx](http://www.dot.ga.gov/statistics/TrafficData/Pages/default.aspx).

**CONTACT: Office of Transportation Data... (770) 986-1360**

**Transportation Statistics and Reports** are collected, updated and posted to the Georgia DOT Web site, including:

- Georgia Roadway Mileage and Characteristics Reports (400 series reports)
- Georgia's Special Road and Bridge Name Locator
- Bridge Centerline Date Collection
- Crash Data and Analysis
- Road data can be found on the Georgia DOT Web site <http://www.dot.ga.gov/statistics/RoadData/Pages/RoadData.aspx>

**CONTACT: Office of Transportation Data... (770) 986-1360**

**The Acquisition Guide for Local Governments and Sponsors** provides guidance for appropriate right of way procedures to be followed as a condition of obtaining funds through various transportation programs administered by the Department. It can be accessed at [www.dot.ga.gov/localgovernment/Documents/AcquisitionGuide\\_2008\\_10-23-08.pdf](http://www.dot.ga.gov/localgovernment/Documents/AcquisitionGuide_2008_10-23-08.pdf).

**CONTACT: Office of Right of Way...(404) 347-0227**

### **Governor's Road Improvement Program (GRIP)**

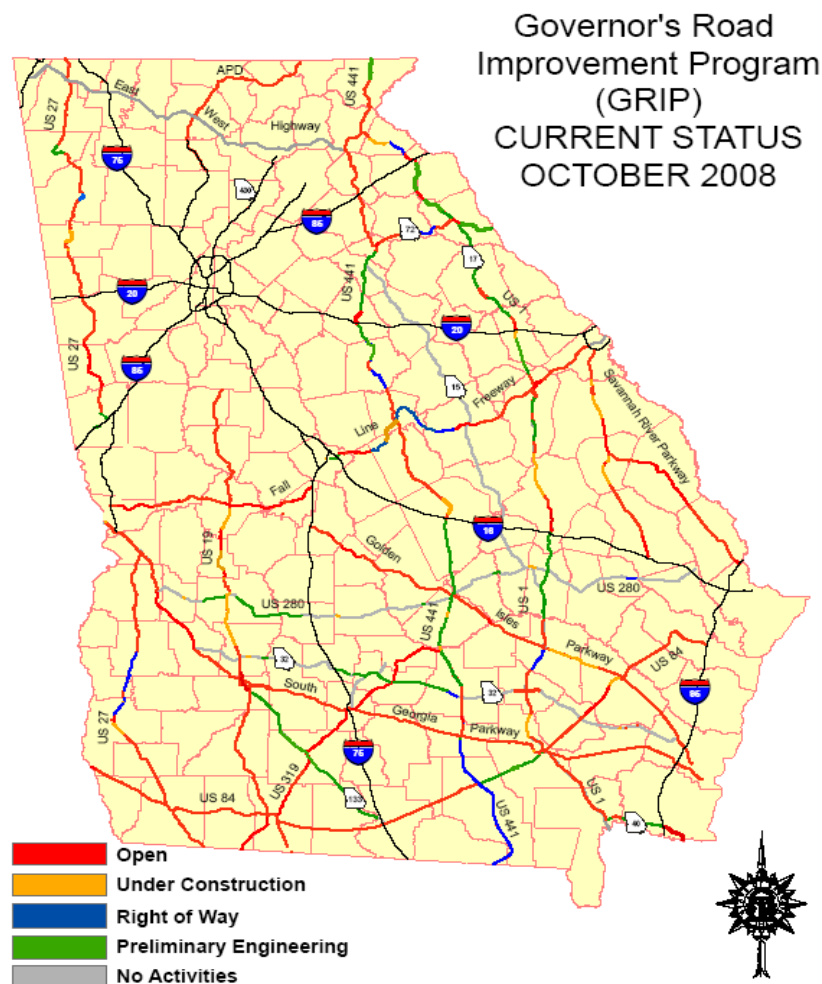
GRIP, is a system of proposed economic developmental highways in Georgia. The current length of the GRIP system has grown to 3,309 miles. The total length will continue to vary as alignments, including

bypasses and shifts, are determined through the engineering process. The purpose of the GRIP system is to:

- Provide connectivity in Rural Georgia: GRIP will connect 95% of Georgia cities with a population of 2,500 or more to the Interstate System and ensure that 98% of all areas in the state will be within 20 miles of a four-lane road.
- Provide opportunities for growth: Several studies have provided evidence that GRIP fosters economic development.
- Provide effective and efficient transportation for the growing statewide population.
- Provide safer travel in rural areas: Accidents occur three times more often on 2-lane highways than on multi-lane divided highways –especially on corridors with the higher travel volumes.
- Access updates on GRIP at:

<http://www.dot.state.ga.us/informationcenter/programs/roadimprovement/GRIP/Pages/default.aspx>.

**CONTACT: Preconstruction Division...404-631-1522**



## **Access Management (Driveway & Special Encroachment Permits)**

Access Management involves providing (or managing) access to land development while simultaneously preserving the flow of traffic on the surrounding road system in terms of safety, capacity, and speed. In a broad context, access management is resource management, since it is a way to anticipate and prevent congestion and to improve traffic flow.

- **AMPS.** The Department has created an online system for these access requests, called Access Management Permitting System (AMPS), which can be accessed at [http://app5-amps-web.dot.state.ga.us/Ext\\_AMPS/](http://app5-amps-web.dot.state.ga.us/Ext_AMPS/).

**CONTACT: District Traffic Operations**

## **Driveway Access Permits**

A permit from Georgia DOT is required whenever a local government wishes to install new driveways for locally-owned facilities, including schools, on state number routes. The purpose of the driveway permit process is to manage access and promote safety on the State Highway System. The safety and efficiency of the system are affected by the amount and character of intersecting streets and driveways. Georgia DOT's permit process is designed to balance property owners' rights of access with the public's right to travel on the road system with relative safety and freedom from interference.

- The Regulations for Driveway and Encroachment Control manual, which can be accessed online- <http://www.dot.ga.gov/doingbusiness/permits/Pages/AccessManagement.aspx> -- was created pursuant to Georgia Code Sections 32-6-51 and 32-6-133.
- A permit is required prior to performing any construction work or non-routine maintenance within the State Highway Right-of-Way. This includes but is not limited to the following: grading, landscaping, drainage work, temporary access to undeveloped land for logging operations, or construction of a development.
- Any revisions to any portion of existing driveways, i.e. widening and/or relocation that are within the State Highway Right-of-Way shall also require a permit.
- In addition to being unlawful, performing the above-described work within the State Highway-Right-Way without a permit, shall entitle the Department to barricade, displace, or otherwise close such driveway and to collect the costs therefore from the violator as provided for in Georgia Code 32-6-134.

**CONTACT: District Traffic Operations**

## **Landscaping – Special Encroachment Permit**

A Special Encroachment Permit from Georgia DOT is required whenever anyone wishes to perform landscaping within the State Highway Right-of-Way. This includes but is not limited to: planting new vegetation, pruning existing vegetation, removal of existing vegetation, irrigation systems, and enhancing the appearance of the right-of-way.

- All landscaping requests will be reviewed by the proper District Access Management Engineer who will then forward the request to the State Traffic Safety and Design Office in Atlanta for comments before formal approval. The State Traffic Safety and Design Office's comments will include comments from the State Office of Maintenance – Landscape Architecture Unit.
- The Regulations for Driveway and Encroachment Control manual, which can be accessed online- <http://www.dot.state.ga.us/doingbusiness/PoliciesManuals/roads/Documents/DesignPolicies/DrivewayFull.pdf>, includes the procedures for applying for a Special Encroachment Permit.
- The policy, [6755-9 Landscaping on DOT Right of Way](http://wwwb.dot.ga.gov/topps/op/tsd/6755-9.htm), which can be accessed online at <http://wwwb.dot.ga.gov/topps/op/tsd/6755-9.htm>, includes landscape plan requirements, horizontal clearance requirements for trees, and a list of invasive species that are not allowed to be planted on the right of way.

**CONTACT: District Traffic Operations**

### **Utilities Permits (GUPS)**

The Department's permitting procedure for all utility permit applications statewide is the Georgia Utility Permitting System (GUPS), an electronic web-based system which gives Utility Owners and Operators the ability to send a completed permit application package online to Georgia DOT for review. GUPS has allowed us to improve internal processes and provide quicker responses to our customers.

- The following link provides instructions on how to use GUPS system: [http://www.dot.ga.gov/doingbusiness/utilities/Documents/gups\\_handout\\_info031708.pdf](http://www.dot.ga.gov/doingbusiness/utilities/Documents/gups_handout_info031708.pdf).
- In addition, District Offices may periodically provide training classes on the different permit types. For information regarding this training, please contact the District Utilities Engineer for your area. See the following link for Districts Utilities Offices and respective phone numbers: <http://www.dot.ga.gov/doingbusiness/utilities/pages/UtilitiesEngineers.aspx>.
- Georgia DOT will not issue utility permits to any local government not in compliance with the DCA Service Delivery Strategy. (see page 4, State Law Compliance)

**CONTACT: State Utilities Engineer...404-631-1354**

### **Outdoor Advertising**

Georgia DOT oversees the regulations and control of the permitting of outdoor advertising signs so that the state can ensure compliance with our state/federal agreement with FHWA, federal and state law and State Transportation Board rules on all federal aid primary routes.

- Information concerning outdoor advertising can be found at <http://www.dot.state.ga.us/dot/operations/maintenance/oda/index.shtml>.

**CONTACT: Outdoor Advertising Manager... (404) 404-675-1450**

### **Vegetation Management at Outdoor Advertising Permit**

Vegetation Management is a program that allows limited vegetation removal on state right of way to create a Sign Viewing Zone. Limited Vegetation Management is allowed for legally erected conforming and non-conforming outdoor advertising signs that have been permitted through the Georgia DOT for a minimum of five (5) years.

- The Department's Web site, <http://www.dot.ga.gov/doingbusiness/permits/vegetation/Pages/default.aspx> provides information on the Vegetation Management permit process as well as a printable permit application package.
- Those interested in applying for a permit must comply with the Law, (O.C.G.A. 32-6-75.1,2,3), Georgia DOT Rules, and the Policy for Vegetation Management at Outdoor Advertising Signs.
- A permit is required for each Sign Viewing Zone requested. Submit an application for each sign face direction. Each side is considered a separate Sign Viewing Zone.
- Permits are valid for one year. The schedule for vegetation removal will be established at your pre-construction meeting with the area permit inspector.

**CONTACT: Outdoor Advertising Manager... 404-675-1450**

### **Traffic Signal Permits**

Local governments must apply for permits for traffic signal devices erected on the State Route system, and a Traffic Signal Authorization must be issued by the Department prior to the installation of the devices.

- The permit process allows Georgia DOT and local governments to erect, operate and maintain traffic signals on state routes. This application indicates the approval of the local government for the use of the signal, and commits the local government to provide electrical power and telephone service for the intersection.
- Requests for traffic signals are also used to determine if some less restrictive improvement should be implemented, such as improved signing, marking, sight distance, operational improvements, etc. based on the Manual on Uniform Traffic Control Devices (MUTCD).
- Signal permit revisions will be required for all changes made to the signal operation or design. Any addition of vehicle or pedestrian phases, modifications in phase sequences, modifications to signal head arrangements or other similar operational changes will require a permit revision.
- It is appropriate for new signals to be included in roadway projects if a need has been identified. Even in these circumstances, the permit application, the signal authorization and Traffic Engineering study is necessary for new signals to be installed in roadway projects. Existing signals requiring upgrading to meet the needs of the reconstructed roadway may be included in the construction project. A permit revision should be requested as outlined above.

- The Traffic Engineering study prepared for the proposed intersection signalization must document two things.
  - First, is this traffic signal warranted as per the MUTCD? and
  - Secondly, can it be demonstrated that the signal operation will be beneficial to the State Highway System?
  - When these conditions are met, the State Traffic Engineer will recommend approval of the permit. This is to be accomplished as early in the project life as possible, preferably at the design concept stage, and certainly should be accomplished by the preliminary PS&E inspection, since the use of signals will usually affect the roadway design.
- Crosswalks and pedestrian signal heads, including ADA considerations, shall be installed on all approaches of new traffic signal installations or revised traffic signal permits unless an approach prohibits pedestrian traffic. Exceptions may be granted if the pedestrian pathway is unsafe for pedestrians or the traffic engineering study documents the absence of pedestrian activity.
- In the case of one or more pathways being determined unsafe to cross at a signalized intersection, appropriate MUTCD signing prohibiting pedestrian traffic must be erected. Use of MUTCD signing may also be appropriate when it is necessary to restrict access to one pedestrian pathway.
- Prior to the traffic engineering study recommending that pedestrian accommodations be eliminated based on the absence of pedestrian activity, the entity preparing the report should consider the existing development near the intersection, expected development within the next five year period, and input from local government. If any of these indicators project potential pedestrian activity the report should recommend pedestrian accommodations be included.

**CONTACT: District Traffic Engineer... 404-635-8117**

### **School Bus Crossings**

Effective January 2009, House Bill 426 amended Official Code of Georgia, Section 32-6-200, creating a new law to deal with the safety of school buses crossing railroad tracks while on their route. This law requires the following:

1. Local school districts to survey its established school bus routes and to submit to the Department of Transportation a list of roadway-railroad crossings that do not have active warning devices on an established school bus route, i.e. those established routes with crossbucks, stop signs and yields signs or a combination thereof only.
2. Defines the term “active warning devices” to mean automated control gates, lights, and warning bells, used singly or in any combination.
3. Requires local school districts to submit the survey information to the Department each year no later than September 1.
4. Requires that each school district exercise best efforts to minimize the number of established school bus routes crossing roadway-railroad crossings that do not have active warning devices.
5. Requires the Department to use this survey information to assist in prioritizing roadway-railroad crossings for upgrade to active warning devices.

From this law, the Georgia Department of Transportation recommends local school districts perform the following:

1. First and foremost, minimize the number of bus routes that cross a roadway-railroad crossing without active warning devices.
2. Secondly, submit the required route survey information no later than September 1, 2009 and by September 1 of each year thereafter.
3. Finally, include the total number of bus trips per day over the roadway-railroad crossings that do not have active warning devices.

**CONTACT: Railroad Crossing Program Manager... 404-631-1376**

### **Red Light Camera Permits**

Every city that currently maintains or wishes to install an automated intersection traffic enforcement camera must apply for a permit from Georgia DOT. The purpose of this program is to improve safety and promote compliance at signalized intersections.

- As this is a new law, DOT has recently produced “Guidance for Permitting Red Light Running Photo Enforcement Systems” that details the new requirements and procedures.
  - The document was designed to provide guidance for the District Offices in assisting local governments with the implementation of red light running systems at signalized State Route intersections. The use of these devices is covered by the Official Code of Georgia in Title 40 Sections 40-2-20, 40-14-20, 40-14-21, 40-14-22, 40-14-23 and 40-14-24.
- The application process includes documenting the location’s safety needs, national conformities for equipment and materials, traffic reports/accident analyses, and traffic volumes.
- The District Offices primarily ensure that local governments follow the requirements of the Georgia Code and that the equipment is installed according to Georgia DOT standards. The District shall review the following for red light running equipment installed on state right-of-way:
  - Plans.
  - Documentation indicating that the chief law enforcement officer of the county or municipality desires the use of red light running cameras and that the governing authority approves the use of the devices. Additionally, the governing authority of the county or municipality shall conduct a public hearing on the proposed use of such devices.
  - Location of red light running equipment.
  - Pole locations.
  - Pole specifications must be submitted to the Bridge Office for review and approval for all poles including mast arm installations.
  - Contractor work time shall be in accordance with District recommendations.
  - Signs and their locations.
  - All red light running equipment connections to the traffic signal cabinet shall be in accordance with District recommendations.
- The Local Government shall be required to obtain a Special Encroachment Permit from the District Office to install red light running equipment on State Right-of-Way. If the traffic signal is maintained by the local government, the District should review the traffic signal equipment and operation and

provide recommendations that may improve the safety and operation of the intersection. Signals maintained by the District should also be reviewed to determine if any improvements would enhance the safety and operation of the intersection.

- In accordance with Georgia Code Section 40-14-23 signs must be placed at the jurisdictional limits of the county or municipality. A sign shall also be located on each approach to the signal where a traffic signal monitoring device is in operation.

**CONTACT: State Traffic Operations Engineer... 404-635-8147**

## **Maintaining the System**

### **Bridge Inspection Program**

Georgia DOT's Bridge Maintenance Unit conducts inspections of all bridge structures, including bridge culverts, on all public roads in the State of Georgia owned and maintained by state and local governments. Bridge structures on privately owned roads are not inspected by the state.

- Bridge structures (minimum 20-foot length) are inspected every two years at minimum, more frequently if conditions warrant. Counties are advised of the requirements for weight restrictive postings and closings; the findings of the inspections; and maintenance recommendations for each bridge.
- The posting and closing requirements are directly related to the monthly Compliance Report submitted to FHWA and has significant impact on federal funding for projects within the county.

**CONTACT: State Bridge Maintenance Engineer...404- 635-8179.**

### **Litter Prevention and Pickup**

Georgia DOT spends over \$14 million per year picking up and removing litter from state routes, including labor and equipment costs. Removing litter and debris from our state's roadways helps ensure a cleaner, safer ride for motorists. Our pick-up efforts include:

- Contracts with the Georgia Department of Corrections that utilize prison labor for removing litter, along with local weekend offender programs and community service offenders.
- Interstate mowing contractors that remove litter as part of their mowing operations.

- Each April, the Department participates in the Great American Cleanup, a week focused on litter removal on the state route system.
- The Department's Adopt-A-Highway (AAH) Program is a way for volunteer groups to clean up their communities. More information can be found at:  
<http://www.dot.ga.gov/informationcenter/programs/environment/adoptahighway/Pages/default.aspx>.
- Citizens can report a litter issue, illegal dumping, or mowing issue on a state route, by contacting your local area office or district office. Their phone numbers can be found at  
<http://www.dot.ga.gov/aboutGeorgiadot/districts/Pages/District5.aspx>.

**CONTACT: State Office of Maintenance... 404-631-1387.**

### **Limiting Junkyards**

Georgia DOT's Office of Maintenance oversees the regulations and control of exposed junkyards located adjacent to state routes on the federal aid primary system of roads in Georgia. We also assist and work with local governments to limit exposed junkyards on local roads and byways that are a part of the federal aid primary system of Georgia, but not a part of the state route system.

**CONTACT: District Engineer**

## **Equipment**

### **Crane Use for Bridge Repairs**

The Department has cranes that can be used by local governments to make structural repairs to bridge structures. The Department will provide a crane operator and assistant to perform the work. Labor and equipment expenses for the crane will be charged against the local government's State Aid allocation for that year.

- When securing the cranes, local governments must provide an adequate crew to complete the work in reasonable time, as well as the necessary equipment (i.e. chain saw, concrete finishing tools, air compressor) and materials (i.e. helper/straddle bents, sway, reinforced steel tie wire, concrete, reinforcing steel, piling) on hand.
- Certain materials may be covered by a County Contract with the Department.
- For information on the Qualified Products List access:  
<http://www.dot.ga.gov/doingbusiness/materials/gpl>.

**CONTACT: State Aid Administrator...404-337-0240**

### **Materials**

Local governments are eligible to purchase off of competitively bid State Contracts through the Georgia Department of Administrative Services (DOAS.) This may also be at the vendor's discretion but typically includes items such as:

1. Traffic Signal Equipment
2. Raised Pavement Markers
3. Pavement Markings
4. Asphalt

## 5. Aggregate

For more information, contact the Department of Administrative Services at:

[http://surplusproperty.doas.georgia.gov/00/channel\\_title/0,2094,41113361\\_43223656,00.html](http://surplusproperty.doas.georgia.gov/00/channel_title/0,2094,41113361_43223656,00.html)

**CONTACT: State Maintenance Office...404-631-1387**

## Surplus Materials

Local governments are eligible to receive federal and state surplus property through the Georgia Department of Administrative Services (DOAS) Surplus Property Program. The program redistributes state and federal surplus property, such as guardrails, bridge beams and traffic signals, at a fraction of its original cost to state and local governments and certain eligible nonprofit organizations.

- There are several conditions that apply to the purchase of surplus property. For more information, please refer to the following information sources:

Department of Administrative Services Surplus Property Program-

[http://surplusproperty.doas.georgia.gov/00/channel\\_title/0,2094,41113361\\_43223656,00.html](http://surplusproperty.doas.georgia.gov/00/channel_title/0,2094,41113361_43223656,00.html)

Surplus Property Disposal Guide

[http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit\\_1210/24/52/43095482PropertyDisposalGuide.pdf](http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit_1210/24/52/43095482PropertyDisposalGuide.pdf)

Application for Eligibility

[http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit\\_1210/0/24/44892568Local%20Gvt.pdf](http://surplusproperty.doas.georgia.gov/vgn/images/portal/cit_1210/0/24/44892568Local%20Gvt.pdf)

**CONTACT: District Engineer**

## Roadway Signage

The Department has an agreement with Georgia Correctional Industries to fabricate the majority of our roadway signs such as stop signs, yield signs, speed limit signs, work zone signs and a host of other signs. Cities and counties can obtain these signs through GCI. The web link is: <http://www.gci-ga.com/>.

**CONTACT: GCI Correctional Industries... 912-557-7054**